

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Financial Analyst, Senior

Date: 1995

Purpose of Job

The purpose of this job is perform supervisory, financial analysis, and research work of considerable difficulty for an assigned department. Duties include, but are not limited to: supervising staff; directing activities; preparing financial reports; developing budgets; compiling data; monitoring expenditures; and completing reports.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.
- Assists with determining organizational and staffing needs of the department.

Administrative Duties:

- Prepares comparative analysis for a specific division within an assigned department.
- Recommends approval of disapproval of budgetary requests based upon the necessity and availability of funds.
- Completes numerous reports and statements to document the fiscal activity of city funds; submits to appropriate individual(s) for review and analysis.
- Performs difficult and important research preparatory to major lease and other negotiations and participates in such negotiations.

Communication:

- Communicates with other city officials and employees to discuss budget related issues and/or problems.

- Works closely with vendors to ensure the fairness of contracts. Ensures that all parties adhere to contract stipulations.

Fiscal Responsibilities:

- Recommends ordinances, fund transfers, budget adjustments, organizational changes and account charges.
- Monitors departmental expenditure of funds and recommends needed changes in appropriations as required. Audits expenses for various funds and initiates payments for the invoices received.
- Performs budgetary development and analyses for assigned departments which have very large and complex financial structures.
- Performs difficult organizational operations, methods, and other management analytic and financial studies and prepares detailed reports of findings and recommends changes which will effect improvement in economy, efficiency and quality of operations and services.
- May be responsible for financial review of major and complex special programs and projects.

Planning and Organizing:

- Prepares short- and long-range financial forecasts for city funds.
- Ensures that all necessary support documentation for bond issuances is available in a timely manner.
- Coordinates work flow with staff members to ensure that all work is completed as scheduled.

Record Keeping and Documentation:

- Prepares year-end closing financial statements; also prepares budget, expense and revenue information for quarterly review.
- Assists in the development, negotiation and review of city contracts.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has considerable knowledge of accounting and financial practices, policies and procedures as necessary in the completion of daily responsibilities. Has considerable knowledge of applicable policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. Is able to effectively communicate and interact with management, employees, and members of the general public. Is able to assemble information and make written reports and documents in a concise, clear and

effective manner. Has good organizational, human relations, and technical skills. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations and financial analyses. Is knowledgeable and skilled in the use of computers. Is able to read, understand and interpret accounting and financial reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Accounting or Finance or related field required; three years progressively responsible experience as a Financial Analyst in financial, budgetary, or cash flow analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving

instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.